



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 03/24/09	
DIVISION Standards and Development		POSITION NUMBER (Agency - Unit - Class - Serial) 421-007-5168-001	
BUREAU/UNIT Standards and Evaluation Services		CLASS TITLE Test Validation & Development Specialist II	CBID R01
INCUMBENT Vacant		WORKING TITLE	
<p>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>This is the full journey person level. Positions at this level design and conduct varied and complex personnel selection and/or occupational licensing projects or portions of major projects. Incumbents use a wide range of analytical skills, experimental methods, statistical techniques, and psychometric principles. They provide assistance to lower level staff and give advice to staff engaged in the operation of ongoing test validation and development projects. Incumbents at this level may function in a lead capacity over a small group of analysts or employees engaged in similar work.</p>			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
	<p>ESSENTIAL FUNCTIONS</p> <p>45% Basic Course test validation and development. Tracks and analyzes test item response data for 62 exams in 25 different domains; develops test items; researches and prepares test items for validation by SME committees; enters test items into POST's web-based Test Management and Assessment System (TMAS) software and creates domain and comprehensive tests; functions as lead over Staff Services Analysts and clerical support staff.</p> <p>30% Conducts test development workshops and meetings. Organizes, schedules and conducts test review meetings (locates meeting sites, prepare agenda, correspondence, etc); attends workbook/curriculum updates and conducts item writing workshops; corresponds orally and in writing with presenters, trainers, trainees, proctors, and POST staff.</p> <p>10% TMAS support. Provides support for the TMAS test creation and delivery system. Acts as backup to the TMAS Training and Technical coordinators; trains new TMAS system users.</p> <p>10% Provides support to management and works with other bureaus. Analyzes ad hoc data or situations and makes reports; attends meetings presented by other units within POST; attends training; makes special presentations (e.g., prepare and deliver testing presentations at Recruit Training Officer Courses); provides assistance to other POST staff when requested.</p>		
	<p>NON-ESSENTIAL FUNCTIONS</p> <p>5% Review and develop test-related planning reports, policy letters, and budget requests. Develop contracts. Monitor, and assess contractor performance. Maintain test-reference library. Attend professional seminars, workshops, and courses. Review project-related literature.</p>		

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable):*

WORK ENVIRONMENT

Office setting

PHYSICAL ABILITIES

N/A

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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